



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

<b>CLASS:</b>	<b>Business Services Officer I (Spec)</b> <b>Business Services Officer II (Spec)</b>
<b>TENURE:</b>	<b>Permanent</b>
<b>TIME BASE:</b>	<b>Full-Time</b>
<b>SALARY:</b>	<b>\$3538 - \$4300 (BSO I)</b> <b>\$3877 - \$4714 (BSO II)</b>

### **POSITION:**

Under the direction of the Staff Services Manager I, this position is responsible for difficult and complex technical and analytical work in the Business Services area for the State Treasurer's Office and the Authorities/Commissions. Specific duties include: The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

### **DUTIES:**

- Develops standards for the effective procurement and utilization of office space; preparing plans and specifications for modular furniture, building repairs or alterations; inspecting and recommending acceptance of contracted building work; represents agencies with private architects on plans for premises; establishing standards of building care and maintenance; and meeting with administrators to determine the best means of laying out office space, office facilities and allocating space.
- Develops standards for the effective procurement and utilization forms, supplies and equipment; authorizes Cal-Card purchases, purchase estimates, supply orders and contract delegation orders consistent with SAM requirements and policies, and expedites delivery of items when necessary; authorizes expenditures within specified limits for purchases and equipment repair.
- Maintains effective interaction with staff, contractors, vendors, builders exchanges, and other governmental agencies; coordinates with other staff members on special projects; originates correspondence; gathers data and prepares monthly, quarterly and annual reports to the Legislative Analyst, Department of Finance, Bureau of State Audits, Governor's Office, Department of Veteran's Affairs, Department of General Services, Procurement Division, Senate Finance and Assembly committees.
- Acts as property controller, maintains property ledger, transfers and surveys property, issues monthly property reconciliation reports to fiscal services; tags and records property; maintains data base. Acts as telecommunications representative for the Authorities and Commissions, advises staff on programming features, analyzes and corrects programming problems; coordinates cabling projects; plans relocations, provides telephone training; issues telephone calling card, maintains telephone and calling card database.
- Develops policy and guidelines for the Cal-Card program; reviews and reconciles reports and invoices for audit purposes and compliance under SAM requirements and policies. Acts as Crime Prevention Coordinator, develops and maintains crime prevention plan, coordinates and provides training, orientation and consultation to staff. Analyzes and makes recommendations to top management on crime prevention equipment.

**DESIRABLE QUALIFICATIONS:**

- Ability to learn quickly, work independently and accurately.
- Knowledge of Microsoft Word and Access, or similar IBM compatible applications.
- Good work habits, attendance, and dependability.
- Ability to follow verbal directions and written procedures.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting, Background Check and Health Questionnaire are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment list eligibility as a Business Services Officer I, Business Services Officer II, or are interested in a lateral transfer or reinstatement may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "200-4970-001" next to the classification on your application/resume, i.e., Business Services Officer II (200-4970-001).**

**FINAL FILING DATE:**

**Applications will be accepted Until Filled only individuals with the best qualifications will be interviewed.**

**SUBMIT APPLICATIONS TO:**

Cecilia Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.